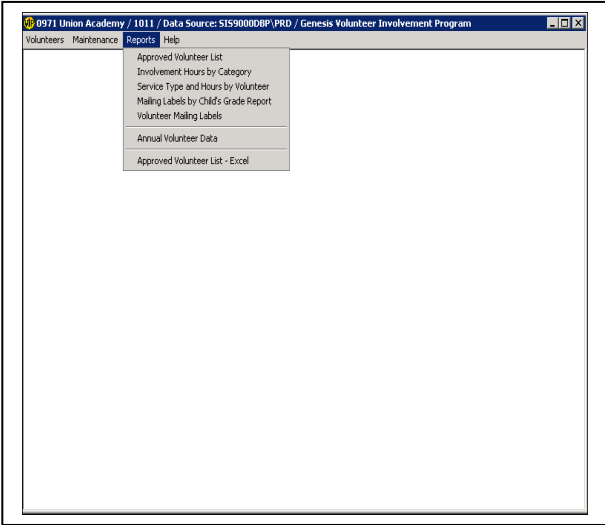
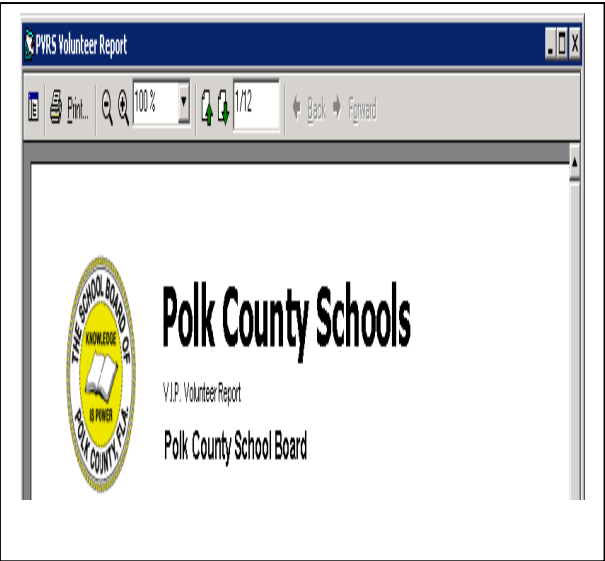


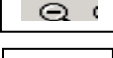



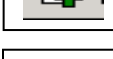
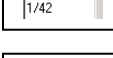
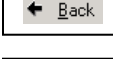
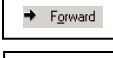

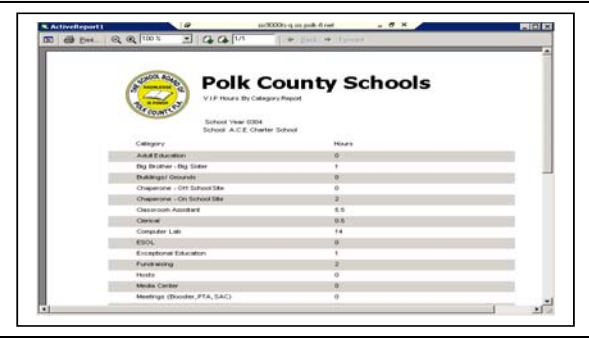
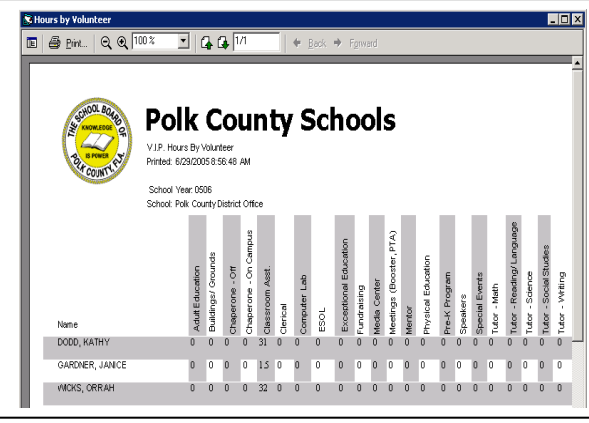
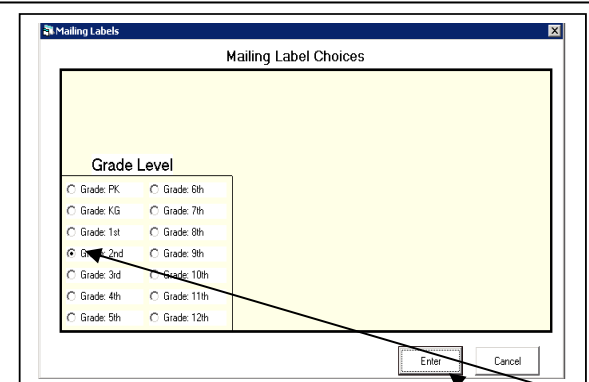
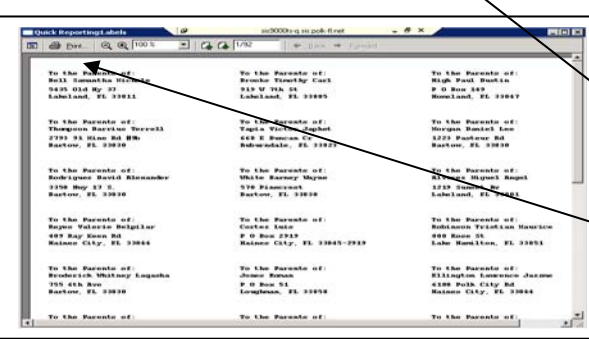


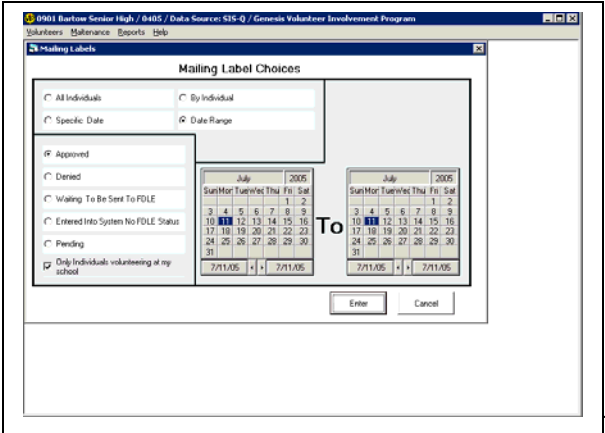
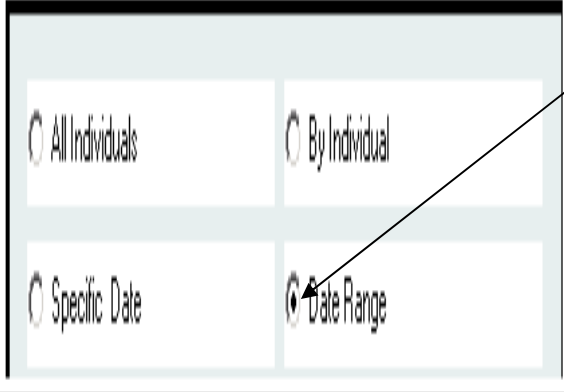
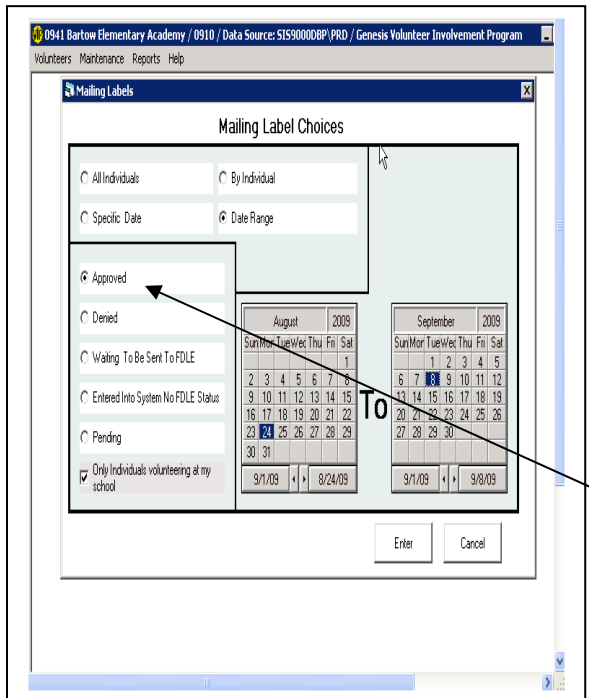
Genesis Volunteer Involvement Program Reports

Steps	Screen Displayed	Procedures																																	
1	 	<p><u>IMPORTANT:</u> There are many reports that can be accessed and printed from the <u>Volunteer Involvement Program</u> in Genesis; you may also run prior years reports by logging onto the desired year.</p> <p><u>To Display the Volunteer Reports:</u></p> <ul style="list-style-type: none"> • Click Reports on the Menu bar • Click the Report Name to display <p><u>All Reports have the same icon functions from left to right:</u></p> <ul style="list-style-type: none"> • Table of Contents  • Print  • Zoom Out  • Zoom In  • Percent of page size  • Previous page  • Next page  • Page Counter  • Back  • Forward  • Close Report  																																	
2	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>MOORE, KATHRYN</td> <td>805 E. CHURCH ST BARTON, FL 33830</td> <td>8636333534</td> <td></td> <td>A6907130018</td> </tr> <tr> <td>MORGAN, WILLIAM</td> <td>1020 E. SEMINOLE TRAIL BARTON, FL 33830</td> <td>86363332412</td> <td>02-24-2009</td> <td>A3408140024</td> </tr> <tr> <td>Moses, Melissa</td> <td>745 E. Church St. Barton, FL 33830</td> <td>8636195018</td> <td>8636195018</td> <td>09-05-2007</td> <td>A6809240006</td> </tr> <tr> <td>MOTSINGER, HELEN</td> <td>4032 N WILLOW DR. MULBERRY, FL 33860</td> <td>9414253541</td> <td>09-01-2009</td> <td>A4712020041</td> </tr> <tr> <td>Motsinger, James</td> <td>4032 N Willow Dr Mulberry, FL 33860</td> <td>8634253541</td> <td>8636980289</td> <td>05-22-2009</td> <td>A3805310004</td> </tr> <tr> <td>MURDOCK, MICHELE</td> <td>3649 WELINGTON PLACE MULBERRY, FL 33860</td> <td>8632056385</td> <td>8636337151</td> <td>09-17-2008</td> <td>A6708310070</td> </tr> </tbody> </table>	MOORE, KATHRYN	805 E. CHURCH ST BARTON, FL 33830	8636333534		A6907130018	MORGAN, WILLIAM	1020 E. SEMINOLE TRAIL BARTON, FL 33830	86363332412	02-24-2009	A3408140024	Moses, Melissa	745 E. Church St. Barton, FL 33830	8636195018	8636195018	09-05-2007	A6809240006	MOTSINGER, HELEN	4032 N WILLOW DR. MULBERRY, FL 33860	9414253541	09-01-2009	A4712020041	Motsinger, James	4032 N Willow Dr Mulberry, FL 33860	8634253541	8636980289	05-22-2009	A3805310004	MURDOCK, MICHELE	3649 WELINGTON PLACE MULBERRY, FL 33860	8632056385	8636337151	09-17-2008	A6708310070	<div style="border: 1px solid black; padding: 10px; background-color: #d3d3d3;"> <h2 style="margin: 0;">Approved Volunteer List Report</h2> </div>
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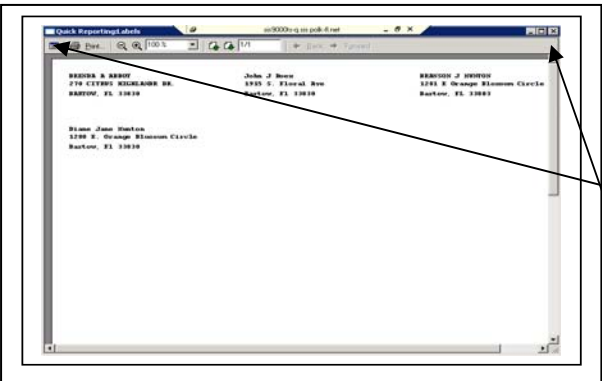
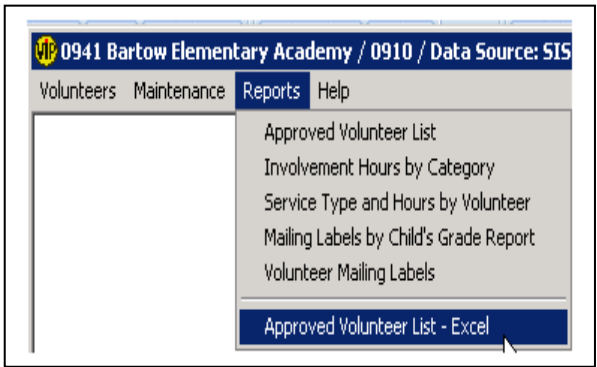
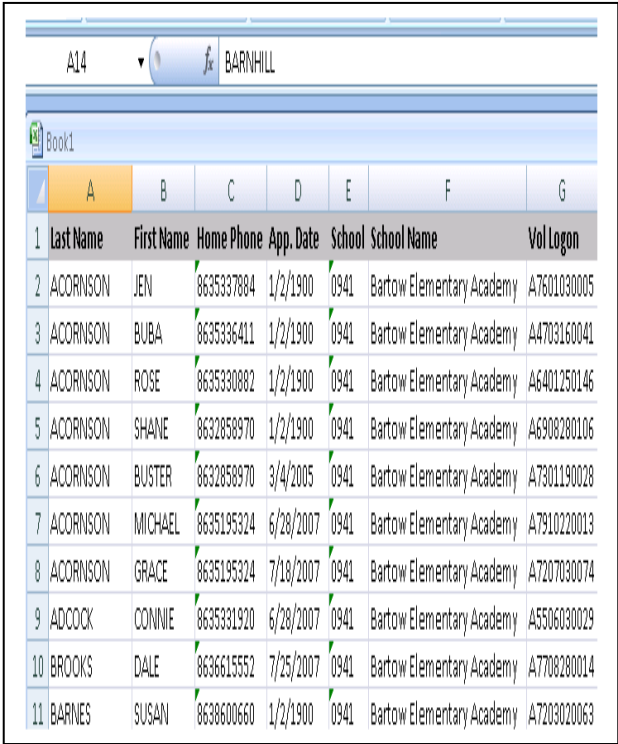
Genesis Volunteer Involvement Program Reports

Steps	Screen Displayed	Procedures
3	 	<div style="border: 1px solid black; padding: 10px; background-color: #cccccc; margin-bottom: 10px;"> <p style="text-align: center; font-weight: bold;">Involvement Hours by Category Report</p> </div> <div style="border: 1px solid black; padding: 10px; background-color: #cccccc;"> <p style="text-align: center; font-weight: bold;">Service Type and Hours by Volunteer Report</p> </div>
4	 	<div style="border: 1px solid black; padding: 10px; background-color: #cccccc; margin-bottom: 10px;"> <p style="text-align: center; font-weight: bold;">Mailing Labels by Child's Grade Report</p> </div> <p style="text-align: center; font-weight: bold; margin-bottom: 10px;"><u>To Create Mailing Labels by Grade Level for Volunteers who have a Child Enrolled at your School:</u></p> <ul style="list-style-type: none"> • Click the Radio button to the left of the Grade level • Click the Enter button • Click the Print icon to print the Labels <p style="text-align: center; font-weight: bold; margin-top: 10px;"><u>Note: Label size (Avery 5160) are available through the Polk County Warehouse.</u></p>

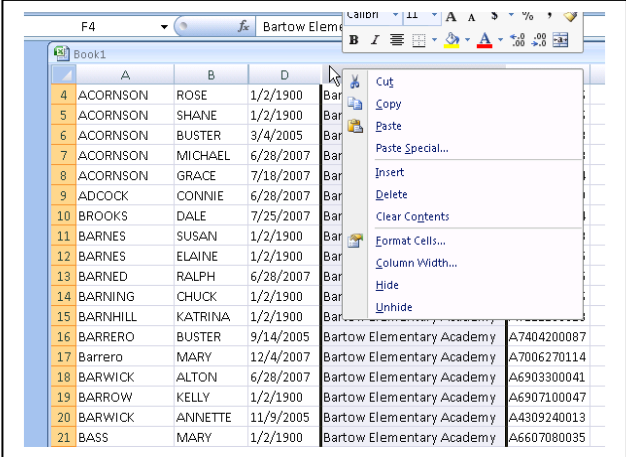
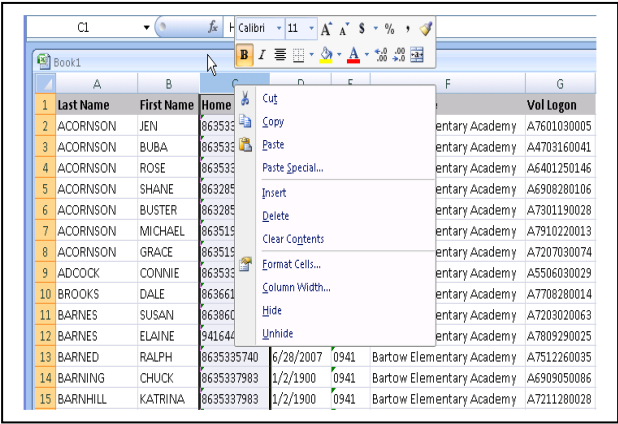
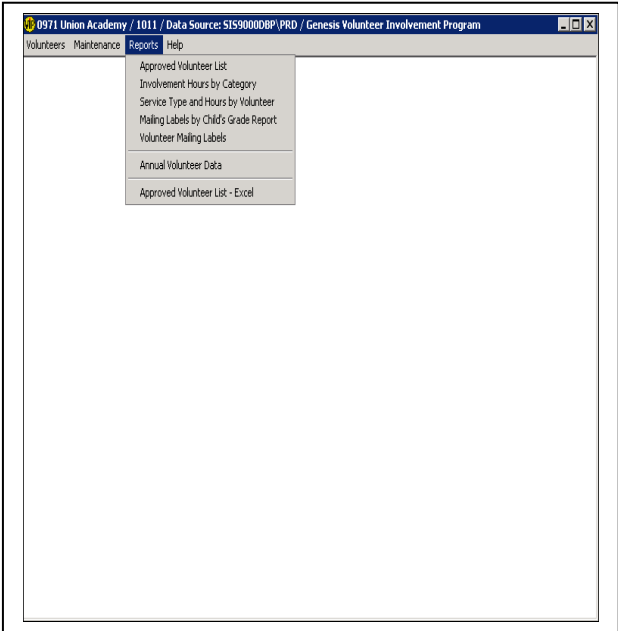
Genesis Volunteer Involvement Program Reports

Steps	Screen Displayed	Procedures
5	 	<div style="border: 1px solid black; padding: 10px; margin-bottom: 20px; text-align: center;"> <h2 style="margin: 0;">Volunteer Mailing Labels Report</h2> </div> <p><u>Labels for your school Volunteers can be created by selecting a combination of criteria:</u></p> <ul style="list-style-type: none"> • Click the Radio Button to the left of the selection • All Individuals • By Individual • Specific Date • Date Range
6		<p><u>When selecting a Specific Date or a Date Range: (Example 1st Day of School through 2nd Week of School)</u></p> <ul style="list-style-type: none"> • Click on the Beginning Date and the Ending Date <p><u>If the Beginning and Ending Month are different:</u></p> <ul style="list-style-type: none"> • Click the Arrow on the Calendars to display the appropriate month • Click the Radio Button to the left of the status • Click the Enter button <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Click Cancel to close the Volunteer Mailing Labels Report

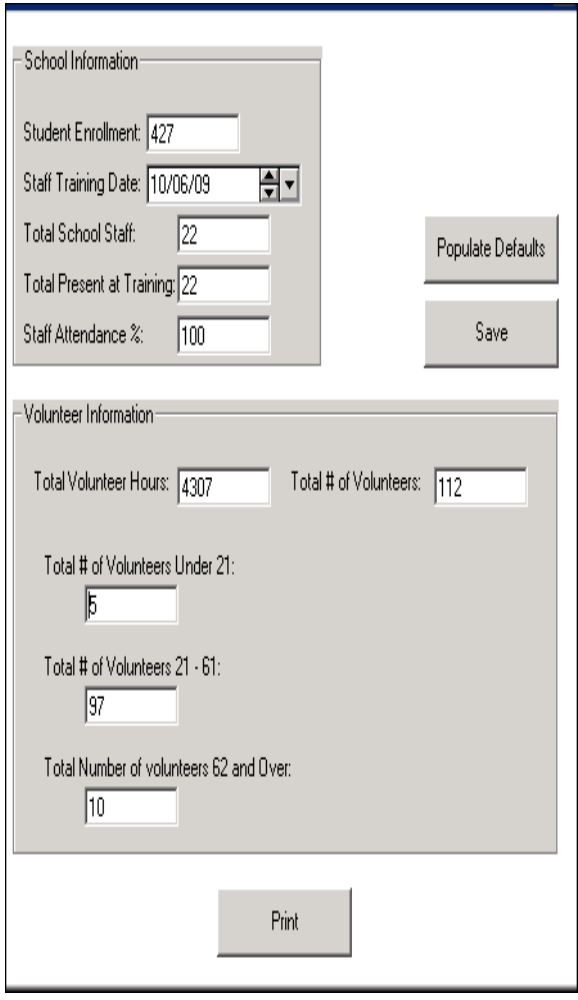
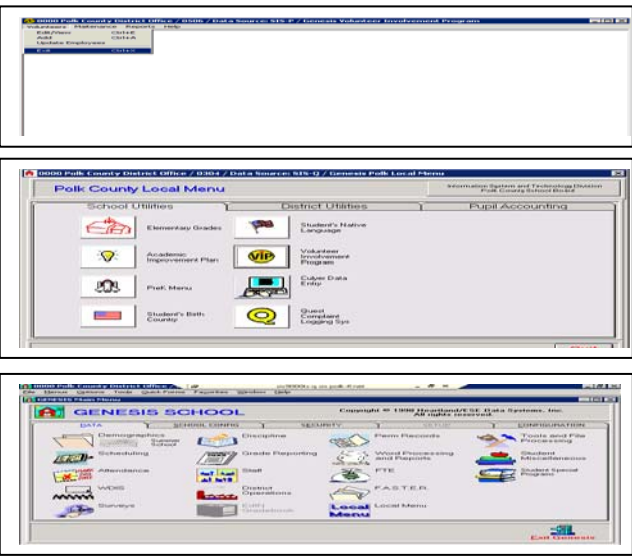
Genesis Volunteer Involvement Program Reports

Steps	Screen Displayed	Procedures
7	 	<p>The Volunteer Mailing Labels Report displays.</p> <ul style="list-style-type: none"> • Click the Print icon to print the Labels <p>To Close the Report</p> <ul style="list-style-type: none"> • Click the X in the top right corner of the screen <div style="border: 1px solid black; padding: 5px; margin: 10px 0; text-align: center;">Approved Volunteer List - Excel</div> <ul style="list-style-type: none"> • Click Reports • Click Approved Volunteer List - Excel
8		<p>The Genesis Approved List – Excel will be displayed.</p> <p><u>IMPORTANT: Please Read</u> – The Approved Excel Volunteer list is a good Tool to use to distribute the Eleven Character (11) Volunteer Login Information to the Volunteers at your School. Delete Columns C – K, display the print out by the Volunteer Login Computer so that each Volunteer can look up their Volunteer Logon Information.</p>

Genesis Volunteer Involvement Program Reports

Steps	Screen Displayed	Procedures
9		<p><u>EXAMPLE: To Delete a Column in Excel:</u></p> <ul style="list-style-type: none"> • Click on the Column to Highlight • Right Click and Click Delete • The Column will be Deleted
		<p><u>EXAMPLE: To Hide a Column in Excel:</u></p> <ul style="list-style-type: none"> • Click on the Column to Highlight • Right Click and Click Hide <p>Clicking Hide will Hide the Entire Column.</p>
10		<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p style="font-size: 1.2em; text-align: center;">Annual Volunteer Data</p> </div> <p><u>To Run an Annual Volunteer Data Report:</u></p> <p>From the Genesis Volunteer Involvement Program Screen</p> <ul style="list-style-type: none"> • Click on Reports • Click on Annual Volunteer Data

Genesis Volunteer Involvement Program Reports

Steps	Screen Displayed	Procedures
11		<p>The Annual Volunteer Data Report Screen will be displayed.</p> <ul style="list-style-type: none"> Click on the Populate Defaults Button <p><u>School Information that Populates the Fields :</u></p> <ul style="list-style-type: none"> Student Enrollment Staff Training Date Total School Staff Total Present at Training Staff Attendance Percentage <p><u>Volunteer Information that Populates the Fields :</u></p> <ul style="list-style-type: none"> Total Volunteer Hours Total # of Volunteers Total # of Volunteers Under 21 Total # of Volunteers 21- 61 Total Number of Volunteers 62 and Over Click Save to Save the Report to the Data File for District Use Only Click Print to Print the Report for your records
12		<p><u>To Exit the Volunteer Involvement Program and Return to the Genesis Local Menu:</u></p> <ul style="list-style-type: none"> Click Volunteers on the Menu bar Click Exit Click Quit to return to the Genesis Schools menu screen Click Exit GENESIS to exit the GENESIS System